



# CITY OF TULLAHOMA

## Department of Planning & Codes

PO Box 807, 321 N. Collins Street, Tullahoma, TN 37388

Phone: (931) 455-2282 Fax: (931) 454-1765

## COMMERCIAL BUILDING PERMIT PACKET

*Effective immediately, the following items are required prior to issuing a residential building permit. These items are included in this packet and must be turned in to Planning & Codes Department. Planning & Codes will contact those departments for their submission.*

- \_\_\_\_\_ **Tennessee State Law (TCA 62-2-102) effective November 1, 2013** (see attached)
- \_\_\_\_\_ Completed **Building Permit Application with Site Plan Section complete with Setbacks and Driveway Location**
- \_\_\_\_\_ Completed **Designated Agent Authorization Form**
- \_\_\_\_\_ Completed **Utility Service Availability For**  
(Tullahoma Utility Board - Larry Ostermann 455-4515)
- \_\_\_\_\_ Completed **Land Disturbance/Stormwater Permit**  
(Tullahoma Dept of Public Works - Butch Taylor 454-1768)
- \_\_\_\_\_ Completed **Stormwater Designated Agent Form**  
(Tullahoma Dept of Public Works - Butch Taylor 454-1768)
- \_\_\_\_\_ Completed **Stormwater Culvert Permit application**  
(Tullahoma Dept of Public Works - Butch Taylor 454-1768)
- \_\_\_\_\_ Current copy of **Contractor's Certificate of Insurance**  
(Commercial General Liability / Workman's Comp Coverage)
- \_\_\_\_\_ Current copy of **Contractor's Tennessee State License**
- \_\_\_\_\_ If **Electrical Permits** are needed, the Planning & Code Department is an Issuing Agent for State Electrical Permits and they may be purchased in this office. The Electrical Inspector inspects on Monday, Wednesday, and Friday of each week at 3:00 pm and after.  
(State Electrical Inspector, Steve Bryan 607-3830)

The above forms are requirements of local government, utility or state government.

# CITY OF TULLAHOMA

## *Department of Planning & Codes*



In accordance with Tennessee State Law (TCA 62-2-102) and applicable Building and Design Codes effective November 1, 2013, the Tullahoma Planning and Codes Department will be enforcing the following policies that relate to commercial construction:

- Any new construction, renovation, or alteration of any building project that is 5,000 square feet or **greater** will require a full set of **STAMPED / SEALED** building plans (i.e. civil, structural, mechanical, plumbing, electrical as applicable) before any permit to commence construction will be issued.
- Any new project, renovation, or alteration of any building that is 5,000 square feet or **less** will require a limited set of **STAMPED / SEALED** building plans (i.e. structural plans (footer and building only). Additionally, **SITE PLANS** will be required and the Tullahoma Planning and Codes Department will determine on a case-by-case basis if **SITE PLANS** are required to be **STAMPED / SEALED**.
- Any project that would be considered commercial in scope (new construction, renovation, alteration, build-out, change of occupancy, etc) must appear before the **TULLAHOMA DEVELOPMENT COMMITTEE** and define project before any permit to commence construction will be issued. Additionally, **SITE PLANS** will require approval from the **TULLAHOMA PLANNING COMMISSION** before any permit to commence construction will be issued.



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## COMMERCIAL BUILDING PERMIT APPLICATION

*This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is started. The applicant agrees to the following 1) Affix the Building Permit Placard in an accessible location on the construction site, visible from the road, and maintain such placard until the completion of the entire project. 2) Keep a copy of the approved construction drawings on site during construction 3) Contact the Planning & Codes Department at least 24 hours in advance of required inspection; and 4) Obtain a Certificate of Occupancy prior to the usage or occupancy of the structure or building constructed.*

|    |   |              |  |   |  |
|----|---|--------------|--|---|--|
| 1  | JOB ADDRESS   |              |  | ZONING:   |  |
| 2  | LOT #   | SUBDIVISION: | IS PROPERTY IN OR IMMEDIATELY ADJACENT TO A SPECIAL FLOOD HAZARD AREA? (ZONES A, AO, AH, A1-30, AE, A99) <input type="checkbox"/> YES <input type="checkbox"/> NO        |   |  |
| 3  | OWNER(S)  |              | MAILING ADDRESS  | PHONE   |  |
| 4  | APPLICANT / BUSINESS  |              | MAILING ADDRESS  | PHONE   |  |
| 5  | GENERAL CONTRACTOR  |              | MAILING ADDRESS  | PHONE LICENSE   |  |
| 6  | ELECTRICAL CONTRACTOR   |              | MAILING ADDRESS  | PHONE LICENSE   |  |
| 7  | PLUMBING CONTRACTOR   |              | MAILING ADDRESS  | PHONE LICENSE   |  |
| 8  | TYPE OF CONSTRUCTION: <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL <input type="checkbox"/> ADDITION <input type="checkbox"/> INTERIOR ONLY <input type="checkbox"/> PLUMBING ONLY |              |  | FOUNDATION TYPE:  |  |
| 9  | PROPOSED USE: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> GARAGE/STORAGE <input type="checkbox"/> OTHER  |              |  | <input type="checkbox"/> SLAB<br><input type="checkbox"/> CRAWL SPACE |  |
| 10 | ROOF TYPE: <input type="checkbox"/> ASPHALT SHINGLE <input type="checkbox"/> METAL <input type="checkbox"/> OTHER   |              | <div><b>SITE PLAN DRAWING</b></div> <div>REAR SETBACK DISTANCE</div> <div>SIDE SETBACK DISTANCE</div> <div>SIDE SETBACK DISTANCE</div> <div>FRONT SETBACK DISTANCE</div> |   |  |
| 11 | NUMBER OF FIXTURES, FLOOR DRAINS OR TRAPS, SEPTIC TANKS, WATER HEATERS OR BACKFLOW PREVENTERS:  |              |  |   |  |
| 12 | ESTIMATED COST OF PROJECT: \$   |              |  |   |  |
| 13 | BUILDING PERMIT FEE 016 \$  |              |  |   |  |
| 14 | PLUMBING PERMIT: 020 \$   |              |  |   |  |
| 15 | LAND DISTURBANCE/STORMWATER PERMIT 418 \$   |              |  |   |  |
| 16 | PLAN REVIEW FEE 016 \$  |              |  |   |  |
| 17 | DRIVEWAY TILE/CURB CUT PERMIT 016 \$  |              |  |   |  |
| 18 | FIRE SPRINKLER FEE 016 \$   |              |  |   |  |
| 19 | TOTAL FEES DUE: \$  |              |  |   |  |
| 20 | SIGNATURE: Only the primary contractor or a direct company employee (i.e. no sub-contractor) of the primary contractor OR only the property owner shall be permitted to sign this document.         |              |  |   |  |
| 21 | I hereby certify that information given herein is correct and true. Permit above will comply with all Adopted Codes of the City of Tullahoma.   |              | PERMIT APPROVED BY DATE  |   |  |
|    | SIGNATURE OF OWNER DATE   |              | SPECIAL CONDITIONS/NOTES   |   |  |
|    | SIGNATURE OF CONTRACTOR/AUTHORIZED AGENT DATE   |              |  |   |  |



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## DESIGNATED AGENT AUTHORIZATION

I \_\_\_\_\_ am the Owner of the property for  
which a \_\_\_\_\_ Permit is required.

The property in question is located at : \_\_\_\_\_

Tullahoma, TN 37388.

The project for which this designation is made has been issued Permit # \_\_\_\_\_

As the Owner of this property, I hereby designate \_\_\_\_\_

as an Agent in the matter of acquiring the Permit referenced above.

By making this designation, I understand that the City of Tullahoma will deal directly with the Agent on all  
matters involving the Permit.

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Date

# **TULLAHOMA UTILITIES BOARD**

## **POWER, WATER & SEWER AVAILABILITY**

Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

Service Location: \_\_\_\_\_ Inside City \_\_\_\_\_ Outside City \_\_\_\_\_

Address & Lot No. \_\_\_\_\_ County \_\_\_\_\_

Service is for: Residence \_\_\_\_\_ Apartments \_\_\_\_\_ Duplex \_\_\_\_\_ Modular or Mobile Home \_\_\_\_\_ Garage \_\_\_\_\_

Lawn Irrigation System \_\_\_\_\_ Industrial \_\_\_\_\_ Commercial \_\_\_\_\_ Other \_\_\_\_\_

Type of Service Requested: Water \_\_\_\_\_ Non-Sewered Water \_\_\_\_\_ Sewer \_\_\_\_\_ Electric \_\_\_\_\_

Size Water Tap: \_\_\_\_\_ Size Sewer Tap: \_\_\_\_\_ Size Electric Panel (Amps): \_\_\_\_\_

Is there a well on the property? Yes \_\_\_\_\_ No \_\_\_\_\_ Is there a septic tank on the property? Yes \_\_\_\_\_ No \_\_\_\_\_

If there is a well on the property you must sign affidavit. Ask customer service representative to explain.

All residential customers must complete a Cross-Connection survey before obtaining service.

Customer/Builder must set the elevation of all plumbing fixtures to allow for gravity flow sewer when the city sewer mains are gravity flow. Private pumps may be required if they are not.

Distance from the closest fire hydrant to the furthest point of structure (feet): \_\_\_\_\_

**If this service is for anything other than a single family residence, modular or mobile home, the customer/builder must provide written plans before we process this form.**

Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For TUB Use Only**

\_\_\_\_\_ Water is Available Size of Water Main is \_\_\_\_\_ \*Current Water Tap Cost:

\_\_\_\_\_ Water is Not Available \_\_\_\_\_ 3/4" \_\_\_\_\_ 1" \_\_\_\_\_

\_\_\_\_\_ Sewer is Available Size of Sewer Main is \_\_\_\_\_ \*Current Sewer Connection Charge:

\_\_\_\_\_ Sewer is Not Available \_\_\_\_\_

**Water/Wastewater**

**Systems Manager:**

Scott A. Young, P.E.

Date:

\_\_\_\_\_ Electric is Available \_\_\_\_\_ \*Current Electric Tap Cost:

\_\_\_\_\_ Electric is Not Available \_\_\_\_\_ To be determined at a later date \_\_\_\_\_

\_\_\_\_\_ Electric Must Come From DREMC \_\_\_\_\_

**Electric Department**

**Manager:**

Brian Coate, P.E.

Date:

Additional Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Customer is responsible for fee amounts current on the date of payment.

Rev. 02/04/13

CITY OF TULLAHOMA  
LAND DISTURBANCE AND  
STORMWATER PROTECTION PERMIT

APPLICATION FORM

**OFFICE USE ONLY**

Permit No:

Application Date:

Revision Date: July 7, 2005

**1. APPLICANT** (Please check if Applicant is the landowner or designated Agent\*)

|   |       |          |                                    |   |
|---|-------|----------|------------------------------------|---|
| NAME  |       |          | <input type="checkbox"/> LANDOWNER | <input type="checkbox"/> DESIGNATED AGENT |
| MAILING ADDRESS   |       |          | AREA CODE / PHONE NUMBER           |   |
| CITY  | STATE | ZIP CODE | Area Code / Fax Number             |   |
| *Designated Agent must attach a written statement from landowner authorizing him/her to secure a permit in the landowner's name |       |          |                                    |   |

**2. SITE LOCATION**

|                                  |               |               |
|----------------------------------|---------------|---------------|
| STREET ADDRESS                   |               | COUNTY        |
| SUBDIVISION NAME (IF APPLICABLE) |               | LOT NUMBER(S) |
| TAX MAP NUMBER                   | PARCEL NUMBER |               |

**3. PROPOSED LAND DISTURBANCE**

|   |  |                                     |   |  |
|---|--|-------------------------------------|---|--|
| PROJECT TYPE:    1. <input type="checkbox"/> Residential    2. <input type="checkbox"/> Multi-Family    3. <input type="checkbox"/> Commercial    4. <input type="checkbox"/> Industrial    5. <input type="checkbox"/> Other |  |                                     |   |  |
| PROJECT PURPOSE   |  |                                     | SIZE OF DISTURBANCE (ACRES OR SQUARE FEET)      |  |
| NAME OF RECEIVING STREAM  |  |                                     | APPROXIMATE DISTANCE TO RECEIVING STREAM (FEET) |  |
| PROPOSED START DATE OF PROJECT  |  | PROPOSED COMPLETION DATE OF PROJECT |   |  |

**4. STORMWATER MANAGEMENT PLAN**

|   |   |   |
|---|---|---|
| A STORMWATER MANAGEMENT PLAN HAS BEEN PREPARED FOR THE SITE |   | <input type="checkbox"/> YES <input type="checkbox"/> NO (IF NO, APPLICATION IS INCOMPLETE) |
| NAME OF PLAN PREPARER                                       | PHONE # OF PLAN PREPARER  |   |
| ESTIMATED COST OF EROSION AND SEDIMENT CONTROL MEASURES     | ITEMIZED ESTIMATE ATTACHED AS PART OF STORMWATER PLAN<br><input type="checkbox"/> YES <input type="checkbox"/> NO |   |

**5. PERFORMANCE BOND**

|   |   |       |          |                         |
|---|---|-------|----------|-------------------------|
| AMOUNT REQUIRED: \$   | BOND TO BE SUBMITTED AS:<br><input type="checkbox"/> CASH <input type="checkbox"/> CERTIFIED CHECK <input type="checkbox"/> IRREVOCABLE LETTER OF CREDIT <input type="checkbox"/> SURETY BOND |       |          |                         |
| PERFORMANCE BOND IS <input type="checkbox"/> ENCLOSED <input type="checkbox"/> TO BE SUBMITTED AFTER PERMIT APPROVAL BUT PRIOR TO START OF CONSTRUCTION |   |       |          |                         |
| NAME OF SURETY COMPANY (IF KNOWN)   |   |       |          |                         |
| ADDRESS   | CITY  | STATE | ZIP CODE | AREA CODE / TELEPHONE # |

**6. CONTRACTOR INFORMATION**

|   |       |                       |   |  |
|---|-------|-----------------------|---|--|
| NAME OF CONTRACTOR TO PERFORM LAND DISTURBANCE  |       | ADDRESS OF CONTRACTOR |   |  |
| CITY  | STATE | ZIP CODE              | AREA CODE / TELEPHONE NUMBER                  |  |
| NAME OF INDIVIDUAL "ON SITE" RESPONSIBLE FOR EROSION CONTROL  |       | COMPANY NAME          |   |  |
| CITY  | STATE | ZIP CODE              | TELEPHONE # (WHERE MOST LIKELY TO BE REACHED) |  |
| HAS PERSON RESPONSIBLE FOR EROSION CONTROL ATTENDED THE STATE OF TENNESSEE "FUNDAMENTALS OF EROSION PREVENTION AND SEDIMENT CONTROL"?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |       |                       |   |  |

**LAND DISTURBANCE AND STORMWATER PROTECTION PERMIT  
APPLICATION FORM (CONTINUED)**

**7. STATE PERMITS**

|   |                |                  |
|---|----------------|------------------|
| IF LAND DISTURBANCE IS TO BE GREATER THAN 1 ACRE IS NOI FOR COVERAGE UNDER TENNESSEE CONSTRUCTION STORMWATER GENERAL PERMIT ATTACHED? |                |                  |
| <input type="checkbox"/> YES <span style="margin-left: 100px;"><input type="checkbox"/> NO (IF NO, APPLICATION IS INCOMPLETE)</span>  |                |                  |
| HAS COVERAGE UNDER THE STATE PERMIT ALREADY BEEN RECEIVED?  |                |                  |
| <input type="checkbox"/> YES <span style="margin-left: 100px;"><input type="checkbox"/> NO</span>                                     |                |                  |
| IS RECEIVING STREAM LISTED ON THE STATE 303D LIST FOR SEDIMENTATION?  |                |                  |
| <input type="checkbox"/> YES <span style="margin-left: 100px;"><input type="checkbox"/> NO</span>                                     |                |                  |
| ARE ANY OTHER STATE OR FEDERAL PERMITS (OTHER THAN STORMWATER) REQUIRED FOR THIS OPERATION PRIOR TO START OF CONSTRUCTION?            |                |                  |
| <input type="checkbox"/> YES <span style="margin-left: 100px;"><input type="checkbox"/> NO</span>                                     |                |                  |
| IF OTHER PERMITS ARE REQUIRED PRIOR TO CONSTRUCTION; LIST TYPES AND STATUS:   | TYPE OF PERMIT | STATUS OF PERMIT |
|   | TYPE OF PERMIT | STATUS OF PERMIT |
|   | TYPE OF PERMIT | STATUS OF PERMIT |

**8. ADDITIONAL INFORMATION**

|  |
|--|
| PROVIDE ANY ADDITIONAL INFORMATION THAT YOU BELIEVE WILL BE HELPFUL IN THE ANALYSIS OF THIS PERMIT APPLICATION |
|--|

**9. CERTIFICATION**

|   |            |           |      |
|---|------------|-----------|------|
| I hereby acknowledge that the information contained herein is true and correct, and I hereby agree to comply with all applicable provisions of the Codes of the City of Tullahoma, Tennessee. |            |           |      |
| LANDOWNER OR DESIGNATED AGENT   | PRINT NAME | SIGNATURE | DATE |
|   |            |           |      |
| CONTRACTOR  | PRINT NAME | SIGNATURE | DATE |

-----FOR CITY USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE-----

|  |                        |
|--|------------------------|
| Permit Review Fee \$ _____   | Date Paid _____        |
| Bond Amount \$ _____   | Date Received _____    |
| Date of Pre-Construction Conference _____  |                        |
| Maintenance Agreement Dated _____  |                        |
| Stormwater Management Plan Approved: <input type="checkbox"/> YES <span style="margin-left: 100px;"><input type="checkbox"/> NO</span> |                        |
| _____<br>Director Approval   | _____<br>Approval Date |

TULLAHOMA STORMWATER MANAGEMENT  
DESIGNATED AGENT FORM

The Tullahoma Stormwater Ordinance requires that the Owner of a property apply for the Land Disturbance and Stormwater Protection Permit. As an alternative, the Owner of the property may designate an Agent to acquire the permit on their behalf. This form serves the purpose of designating such Agent.

I, \_\_\_\_\_ am the Owner of the property for which a Land Disturbance and Stormwater Protection Permit is required. The property in question is located at \_\_\_\_\_ in Tullahoma, Tennessee. The project for which this designation is made has been issued Permit # \_\_\_\_\_. As the Owner of the property, I hereby designate \_\_\_\_\_ as an Agent in the matter of acquiring the Land Disturbance and Stormwater Protection Permit referenced above. By making this designation, I understand that the City of Tullahoma will deal directly with the Agent on all matters involving the Permit.

\_\_\_\_\_  
Property Owner

Stormwater Culvert Permit

City of Tullahoma

Permit # \_\_\_\_\_

Permit Charges \$ 25.00

**NOTE: THE CITY OF TULLAOMA DOES NOT PICK UP, TRANSPORT OR UNLOAD TILE**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ Contractor \_\_\_\_\_

**Culvert Information**

Size Diameter \_\_\_\_\_ Class III

Type: Reinforced Concrete Pipe

Length: Minimum of 16 feet (24 feet suggested)

**Installation Requirements**

- \* Contact the Public Works Department prior to installation of storm drain.
  - \* The Public Works Department will make a visual inspection of the drainage area and provide the property owner with a minimum culvert size for installation.
  - \* Prior to laying the drainage pipe, the owner and/or contractor shall prepare a suitable bedding of crushed 6" stone (#57 / #67) for the drainage pipe to lie on.
  - \* Place pipe on prepared bed of gravel, following the natural slope of ditch. This should allow the pipe flow line to be approximately 1" below the flow line of the ditch.
  - \* Firmly support each section throughout its length and form a close concentric joint with the adjoining pipe.
  - \* Laying drainage pipe and sealing joints shall be undertaken simultaneously:
    - Seal all joints during the same day in which the drainage pipe is laid
    - Construct the joint in such a manner that a silt tight joint will result
  - \* Material which can be used to seal joints for drainage pipe
    1. Portland cement mortar
    2. Rubber gaskets (can be obtained from manufacturer)
    3. Other types recommended by the drainage pipe manufacturer and approved by the Public Works Department.
  - \* Prior to backfilling, visual inspection is required by the Public Works Department to insure the storm drain is installed properly. After inspection and approval of the Public Works Department the pipe shall be backfilled in 6" lifts on each side of pipe and compacted either manually or mechanically until grade is met.
- The ditch and road shoulder shall be stabilized and left in neat condition.
- \* Any drainage pipe which is not in good alignment or which shows any undue settlement or damage shall be taken up and relayed at the property owner's expense up to one year from the installation date.
  - \* Any time a drainage pipe is installed by the property owner, the Public Works Department may require any ditching that is needed at the owner's expense.
  - \* Concrete headwalls shall be required on both ends of every drainage pipe eighteen (18) inches or larger, and on all multi-tile installations.
  - \* The Public Works Department may also require concrete headwalls on either or both ends of any storm drain smaller than eighteen (18) inches if needed.

I understand and shall comply with all of the above installation requirements;

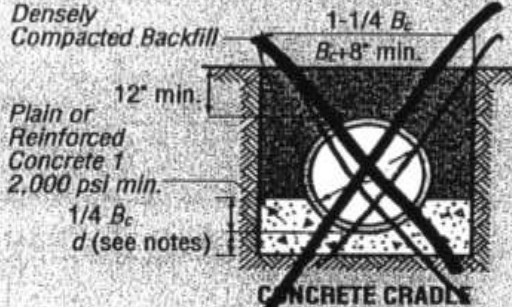
Signed \_\_\_\_\_

Date \_\_\_\_\_

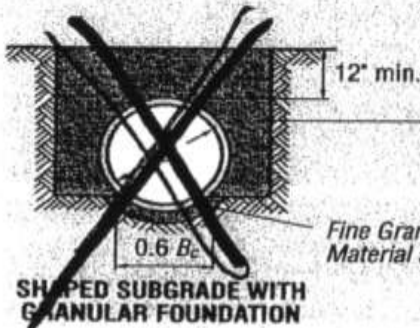
# TRENCH BEDDING CIRCULAR PIPE (INCHES)

## Notes:

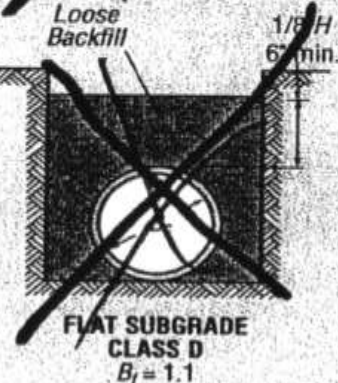
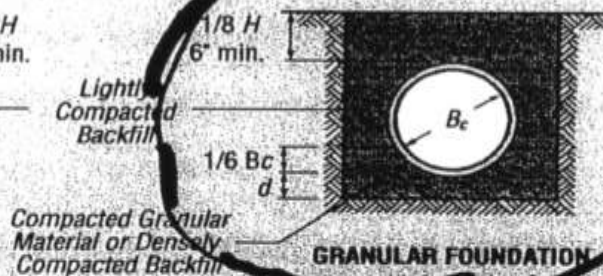
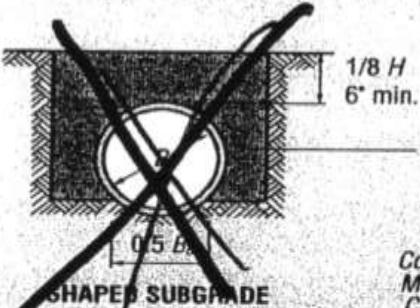
For Class A bedding, use  $d$  as depth of concrete below pipe unless otherwise indicated by soil or design conditions. For Class B and C beddings, subgrades should be excavated or over excavated. If necessary, so a uniform foundation free of protruding rocks may be provided. Special care may be necessary with Class A or other unyielding foundations to cushion pipe from shock when blasting can be anticipated in the area.



**CLASS A**  
Reinforced  $A_s = 1.0\%$   $B_f = 4.8$   
Reinforced  $A_s = 0.4\%$   $B_f = 3.4$   
Plain  $B_f = 2.8$



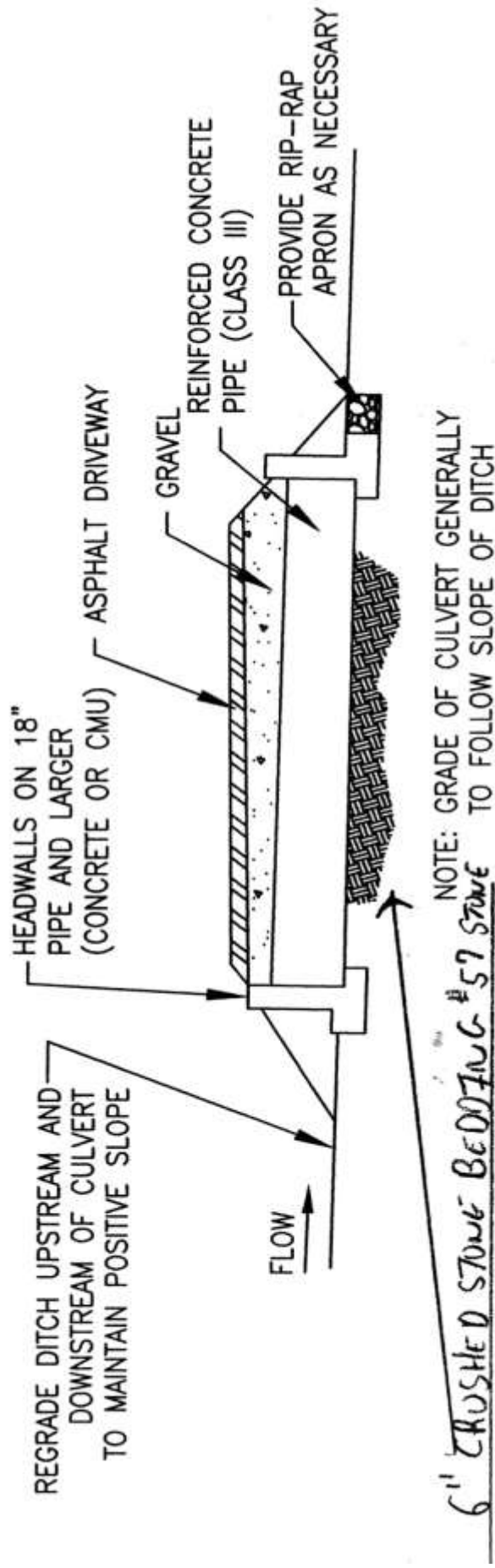
**CLASS B**  
 $B_f = 1.9$



| Depth of Bedding Material Below Pipe |         |
|--------------------------------------|---------|
| D                                    | d (min) |
| 27" & smaller                        | 6"      |
| 30" to 60"                           | 6"      |
| 66" & larger                         | 6"      |

## Legend

$B_c$  = outside diameter  
 $H$  = backfill cover above top of pipe  
 $D$  = inside diameter  
 $d$  = depth of bedding material below pipe  
 $A_s$  = area of transverse steel in the cradle of arch expressed as a percentage of area of concrete at invert or crown



SECTION OF DRIVEWAY  
N.T.S.

# STANDARD CULVERT INSTALLATION DETAIL CITY OF TULLAHOMA PUBLIC WORKS DEPARTMENT